

# UNITED STATES SUBMARINE VETERANS, INCORPORATED (Incorporated May 1964)

## BYLAWS (Revised September 2010)



The Trademarked Emblem of the Organization

### ARTICLE I – RULES OF ORDER

The general procedure of meetings of this organization shall be in keeping with the normal parliamentary procedure set down by Robert's Rules of Order Newly Revised.

### ARTICLE II -- DUES

**Section 1.** The Board of Directors shall annually evaluate and may adjust National dues and Life Membership dues/fees as required to compensate for inflation and the needs of the organization. The National Annual and Life Membership dues/fees shall be published in the American Submariner, on the USSVI Internet site, and in the United States Submarine Veterans, Inc. Policy and Procedures Manual.

**Section 2.** Members shall pay National dues to their Primary Base who shall forward dues to the National Office, except for Members-at-Large (MALs), who shall pay their respective dues to the National Office. Exception: After January 1, all delinquent members may be directly invoiced for dues by the National Membership Chair or his representative

### ARTICLE III -- ANNUAL BUSINESS MEETING

**Section 1.** The Senior National Officer present at the Annual Business Meeting shall be the presiding officer. The order of seniority is as follows: NC, NSVC, NJVC, NS, NT

**Section 2.** The Annual Business Meeting shall validate the elections and report the results for National Officers and Constitution and By Laws Amendments.

**Section 3.** The Annual Business Meeting shall approve the Annual Budget as presented by the National Board.

**Section 4.** The Annual Business Meeting shall determine sponsorship of the National Convention at least two but not more than three years hence.

**Section 5.** The Order of Business for the Annual Business Meeting shall be:

- a. Call to Order.
- b. Moment of silence for Departed Shipmates.
- c. Invocation.
- d. Pledge of Allegiance.
- e. Reciting of the Creed
- f. Reading and acceptance of the minutes of the previous Annual Business Meeting.
- g. Introduction of National Officers in attendance by name and Base
- h. Board of Directors Report by National Commander.
- i. Report of the Senior Vice-Commander.
- j. Report of the Junior Vice-Commander.
- k. Report of the National Secretary.
- l. Report of the National Treasurer.
- m. Committee reports as necessary
- n. Unfinished business from previous Annual Business Meeting.
- o. New Business including Resolutions from a Base as outlined in Section 2 above.
- p. Good of the order.
- q. Swearing in of Officers for the new term.
- r. Closing of the Annual Business Meeting.

**ARTICLE IV -- BOARD OF DIRECTORS MEETING**

**Section 1.** The Annual Board of Directors meeting and Special Meetings of the Board of Directors shall conduct and consider any such organizational business as shall come before them. The senior National Officer present shall preside over the Board of Directors meetings and Special meetings of the Board of Directors. The Board of Directors shall meet a minimum of one time during the organizational year at a time and place as the board shall decide.

**Section 2.** Special Meetings of the Board of Directors may be called by the National Commander at any time, or by three members of the Board of Directors.

**Section 3.** Notice of Special Meetings shall be given by service upon each member of the Board of Directors, in person, or by postal mail or email to his last known address, at least ten (10) days prior to the date of the meeting, specifying the time and place of the meeting and the purpose of the meeting.

**ARTICLE V -- DUTIES OF OFFICERS**

**Section 1. NATIONAL COMMANDER:**

The duties of the National Commander shall include, but not be limited to:

- a. Act as the Chief Executive Officer and the Chairman of the Board of Directors.
- b. Cause to be called all regular and special meetings of the organization.
- c. Preside over all regular and special meetings of the organization.
- d. Enforce the Constitution and Bylaws.
- e. Direct and supervise the operation of the organization.
- f. Prepare and present the Board of Directors Annual Report at the Annual Business Meeting.
- g. Submit, in writing, to the Board of Directors for confirmation, all appointed officers and committee chairmanships except as noted in specific committees where the Chairman is listed by the position he fills in USSVI.

- h. Sign all certificates notes, drafts, or bills of exchange, warrants or other orders for the payment of moneys duly drawn by the National Treasurer, except as provided elsewhere in the Constitution and Bylaws, subject to the approval of the Board of Directors.
- i. Be responsible for the promulgation of all pertinent information to the membership of the organization.
- j. Work up, keep current, and pass on immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.
- k. Be an ex-officio member of all committees, except the "Nominations Committee".

## **Section 2. SENIOR VICE-COMMANDER**

The duties of the Senior Vice-Commander shall include, but not be limited to:

- a. Assist the National Commander in the discharge of his duties.
- b. Assume the duties of the National Commander in the event of his absence, illness, or call to eternal patrol.
- c. Execute the powers and authority of the National Commander, when required, in the absence of the National Commander.
- d. Serve as a member of the Board of Directors.
- e. Act as Chairman for the Ways and Means Committee.
- f. Act as Chairman for the Audit Committee.
- g. Serve as a member of the Scholarship Committee.
- h. Be responsible for the content, publication, and distribution of the National Publication.
- i. Prepare and present an annual report relative to the operation of his office at the Annual Business Meeting.
- j. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.

## **Section 3. JUNIOR VICE-COMMANDER:**

The duties of the Junior Vice-Commander shall include, but not be limited to:

- a. Execute the powers and authority in organization matters, when required, in the absence of the National Commander and National Senior Vice-Commander.
- b. Serve as a member of the Board of Directors.
- c. Act as Chairman of the Membership Committee and maintain an accurate and permanent roll of members and provide membership cards to members in good standing. The Chairman will provide a membership report on a quarterly basis to the National Secretary (NatSec). The report shall be prepared and transmitted to the Nat Sec no later than 15 days following the end of the calendar quarter.
- d. Serve on the Ways and Means Committee.
- e. Be Responsible for the direction and control of the National Office
- f. Prepare and present an annual report relative to the operation of his office at the Annual Business Meeting.
- g. Work up, keep current, and pass on immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.

## **Section 4. NATIONAL SECRETARY:**

The duties of the National Secretary shall include, but not be limited to:

- a. Officiate when required in U.S. Submarine Veterans matters in the absence of the National Commander, National Senior Vice-Commander, and the National Junior Vice-Commander.
- b. Serve as a member of the Board of Directors.
- c. Serve as a member of the Membership Committee, updating membership changes as reported by the Junior Vice-Commander on a quarterly basis. Maintain permanent membership data for the current and past year and be responsible for transfer of all other membership data to the USSVI Archives office.
- d. Be the clerk of the organization and keeper of the seal and affix such seal as required.
- e. Be the custodian of all non-financial records and materials, which shall remain U.S. Submarine Veterans property.
- f. Keep permanent records as required by the Articles of Corporation, the National Constitution, and these Bylaws.
- g. Keep permanent records of the proceedings of all National meetings of the Board of Directors.
- h. Prepare and distribute the National Ballot.
- i. Insure that only members in good standing vote on organizational business.
- j. Serve as the official organization correspondent, forwarding to officers and committee chairman such correspondence as may be appropriate to the performance of their duties
- k. Issue a call to all Committee Chairmen for a report of unfinished issues and have these reports published in the fourth quarter issue of the American Submariner.
- l. The National Secretary shall issue a new Base Charter once he has received the following Documents and requested items:
  - a. The Name of the New Base and date of the first base meeting
  - b. A copy of the list of Elected Base officers and Base members.
  - c. A copy of the completed District Commander's check off Sheet.
  - d. A copy of the approved new Base Bylaws
- m. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.

## **Section 5. NATIONAL TREASURER:**

The duties of the National Treasurer shall include, but not be limited to:

- a. Serve as a member of the Board of Directors.
- b. Serve as a member of the Ways and Means Committee.
- c. Be the Chief Financial Officer of the organization.
- d. Be the custodian of all financial records of the organization.
- e. Receive and be responsible for the collection of all moneys due and payable to the organization.
- f. Have custody of all organization funds, and shall provide for their safekeeping, retention, disbursement, and investment in a manner acceptable to the Board of Directors.
- g. Make such reports and returns as are required by Federal, State and Local governments, The Articles of Incorporation, The Constitution, and these Bylaws, including the disbursement of appropriate taxes and fees.
- h. Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting principles.
- i. Upon election to the position as National Treasurer, the Treasurer-Elect within 15 days and prior to becoming custodian of the organizations funds shall apply for a personal bond in the amount to be determined at the newly elected Board of Directors meeting held subsequent to the Annual Business Meeting. All costs involved in securing the required personal bond shall be borne by the organization. The outgoing Treasurer shall be

responsible to ensure that the present bond has been executed and that the organization is fully protected prior to transferring any funds to the new Treasurer. An incumbent Treasurer shall be required to comply with this requirement.

- j. Work up, keep current, and pass on immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his care.

## **Section 6. REGIONAL DIRECTORS:**

The duties of the Regional Directors shall include but not be limited to:

- a. Be directly responsible to the National Commander for the conduct of organizational business within their Region.
- b. Serve as members of the Board of Directors.
- c. Serve as members of the Scholarship Committee.
- d. Perform other such duties as required by the National Constitution and these Bylaws.
- e. Work up, keep current, and pass on immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his care.

## **Section 7. DISTRICT COMMANDERS:**

The District Commander is directly responsible to the Region Director for the conduct of organizational business within his district.

The duties of the District Commanders shall include but not be limited to:

- a. Serve as non voting members of the Board of Directors
- b. Assist the Base Commanders within their respective districts in the performance of their duties, to include providing assistance as required to insure the proper operation of base meetings and events, recruiting and retention.
- c. Appoint all District committees, committee chairman and appointed officers as required to conduct District business.
- d. Represent his respective District at official functions.
- e. Assist the Region Director with the oversight of the performance of all Base Commanders within his district; the performance guidelines having been established by the Region Director.
- f. Approve Base Constitution and Bylaws, insuring compliance with National and State laws regulating the operation of the organization within his district (i.e. chartering, maintaining non-profit status, etc.)
- g. Actively promote the establishment of new bases with the assistance of the New Base Development Committee (NBDC), including, with the assistance of the NBDC sending in to the Regional Director and NJVC a report on the well being of any new base six months after it has been formed.
- h. In coordination with his Region Director, may perform as liaison with other veteran organizations including Submarine Veterans of World War II (SVWWII) in their respective areas.
- i. Annually prepare a written report on the 'state of his district' to be given to his Regional Director with copies for publication in each of the District's Base Newsletters.
- j. If selected, may serve as a member of the New Base Development Committee.
- k. Prepare a "Turn Over" folder for his relief, containing all information and correspondence relative to his office.
- l. Require the District Commander to create a news letter for the Base Commanders within his district on a quarterly basis. **(B4-10)**

## Section 8. APPOINTED OFFICERS

The Constitution identifies several positions to be filled by appointment by the National Commander as follows:

A. National Parliamentarian: The National Parliamentarian is a consultant who advises the National Commander and other officers, committees, and members on matters of parliamentary procedure. The National Parliamentarian shall be appointed and confirmed in accordance with the USSVI Constitution. Desirable qualifications for this position are:

1. Relevant experience, such as Chairman or Parliamentarian of an organization, council, committee, or board.
2. Good working knowledge of Robert's Rules of Order.
3. Good working knowledge of the USSVI Constitution and Bylaws.
4. Membership in the National Association of Parliamentarians.

The duties of the National Parliamentarian shall include, but not be limited to:

1. Attend National Conventions, Annual Business Meetings and other meetings as may be requested by the National Commander. [The National Parliamentarian is customarily seated next to the National Commander at all such meetings to facilitate rendering procedural advice.]
2. Provide advice upon request to all Elected National Officers, Regional Officers and Committee Chairmen on matters regarding the parliamentary procedures of USSVI.
3. Assist Base and District Commanders upon request in resolving issues pertaining to USSVI parliamentary procedures as they affect their operations after FIRST consulting with their respective Regional Director regarding same.
4. Prepare and deliver a "Turn Over" file to his relief, containing all information and correspondence relating to his office.

B. Other Appointed Officers: The desirable qualifications and duties for other National Appointed Officers identified in the Constitution shall be as mutually determined and agreed upon by the National Commander and the appointed officer. In each case, the appointed officer shall prepare and deliver a "Turn Over" file to his relief, containing all information and correspondence relating to his office. **(B5-10)**

## ARTICLE VI -- COMMITTEES

### Section 1. DUTIES and DEFINITIONS

- A. Duties of committees; committees function for the benefit of the organization and at the direction of the Board of Directors. All Committee Chairmen and all committee members, with the exception of those members listed by the position they hold within the organization, must first be approved or confirmed by the Board of Directors before the committee can operate.
1. Each committee shall have an operational manual for its committee which will outline the duties and procedures of that committee, its aims and goals, and operating procedures. The operating manual of each committee shall be submitted to the board for its timely

approval. The board may also direct changes to the committee which shall then be put into its operating manual.

2. Committees shall also determine the need for an annual administrative budget, which may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
  3. All committee chairmen shall annually submit a report of their operations to the National Secretary for inclusion in the committee reports; such reports to be submitted no later than 30 days prior to the pending National Convention.
- B. Definitions of committees:
1. Standing Committees: Permanent committees that by their very nature require continuity.
  2. Non Permanent Committees:
    - a. Annual Committees; Committees which shall be re-established at the start of each elective year.
    - b. Special Committees; Committees appointed as necessary, by the National Commander for a specific purpose.

## **Section 2. MEMBERSHIP COMMITTEE**

- A. The Membership Committee shall be a Standing Committee.
- B. The Membership Committee shall be chaired by the National Junior Vice-Commander and have as regular members the National Office Manager, and other members as deemed necessary by the National Junior Vice Commander; such members being first approved by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- C. The duties of the Membership Committee shall include but not be limited to:
  - a. Receive applications from new members.
  - b. Determine eligibility requirements of each applicant.
  - c. Maintain a permanent record of applications and membership.
  - d. Provide each new member with a membership packet.

## **Section 3. SCHOLARSHIP COMMITTEE**

- A. The Scholarship Committee shall be a self-supporting Standing Committee. Annual dues receipts are not to be used to fund the committee unless certified as "excess funds" at the end of the accounting year. The Scholarships awarded by this committee shall be funded by contributions to the US Submarine Veterans Charitable Foundation (USSVCF). An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
- B. The Scholarship Committee shall be chaired by a member appointed by the National Commander and approved by the Board of Directors and consist of the National Senior Vice-Commander, the USSVCF Scholarship Fund Chairman, and each of the Regional Directors. The committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- C. The duties of the Scholarship Committee shall include, but not be limited to:
  - a. Publish a "Call for Applications", including eligibility requirements, in the fourth quarter issue of the National Publication.
  - b. Fill all requests for applications received by March 15th of the year in consideration.

- c. Place in consideration all applications received from eligible applicants by April 15th of the year of consideration.
- d. Select the recipients of the scholarship by a majority vote of the committee members.
- e. Notify recipients and publish in the National Publication.

#### **Section 4. WAYS AND MEANS COMMITTEE**

- A. The Ways and Means Committee shall be a Standing Committee.
- B. The Ways and Means Committee shall be chaired by the National Senior Vice-Commander and shall have as regular members the National Junior Vice-Commander, the National Treasurer, and other members, deemed necessary by the National Commander, and approved by the Board of Directors. An administrative budget may be funded through an annual budget for this committee, to be set by the National Senior Vice-Commander. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- C. The duties of the Ways and Means Committee shall include, but not be limited to:
  - a. Prepare and submit an annual USSVI budget to the Board of Directors.
  - b. Monitor performance of operating units against the approved budget throughout the year.
  - c. Prepare recommendations to the Board of Directors on items of expenditure not within the approved budget.

#### **Section 5. LONG RANGE PLANNING COMMITTEE**

- A. The Long Range Planning Committee shall be a Standing Committee.
- B. The Long Range Planning Committee shall be chaired by a member appointed by the National Board of Directors and shall have as regular members other members deemed necessary by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the inclusion in the committee reports; such report is to be submitted no later than 30 days prior to committee to the National Secretary for the pending National Convention.
- C. The duties of the Long Range Planning Committee will include, but not be limited to, conducting studies as requested by the Board of Directors to further the fraternal purpose and creed of the organization.
- D. Written reports and recommendations of the committee will be made to the Board of Directors prior to the physical meetings of the Board or upon their request

#### **Section 6. MEMORIALS AND CEREMONIES COMMITTEE**

- A. The Memorials and Ceremonies Committee shall be a Standing Committee whose projects are funded through contributions to the US Submarine Veterans Charitable Foundation.
- B. An administrative budget may be funded through an annual budget request to the Nat'l Senior Vice-Commander for inclusion in the USSVI national budget.
- C. The Memorials and Ceremonies Committee will be chaired by a member nominated by the National Commander and confirmed by the Board. The Committee will consist of the

USSVCF Memorials and Ceremonies Fund Manager and other members as the USSVI Chairman shall nominate and the Board confirms.

- D. The Memorials and Ceremonies Committee shall also maintain and keep updated the Memorials and Ceremonies Handbook, sending timely updates to the Board of Directors for approval prior to distribution.
- E. The Committee Chair shall annually submit a report of its operations to the National Secretary for inclusion in the committee reports no later than 30 days prior to the pending National Convention.
- F. The duties of the Committee shall include, but not be limited to:
- G. Receive requests from Bases, Districts, Regions, and at times the National Organization. Such Requests shall be based on established and published guidelines that support the purpose of the organization. Such guidelines shall be drawn up by the committee and shall be approved by the Board of Directors.
- H. Included in such requests will be the name of a proposed Project Manager, stating his qualifications for being such. The Project manager will represent the group sending in the request and will be responsible for overseeing the project to completion; keeping the committee apprised of the progress in a timely fashion.
- I. The Committee will assist the Project Manager, as necessary, in the planning, fund raising, scheduling, and conduct of the Memorial Project.
- J. The Committee will render assistance as requested and needed to ensure that bases and individuals are aware of and use properly the assistance included in the Handbook for any and all Ceremonies that are listed.

## **Section 7. PUBLIC RELATIONS AND PUBLICITY COMMITTEE**

- A. The Public Relations and Publicity Committee shall be a Standing Committee.
- B. The Public Relations and Publicity Committee shall be chaired by a member, who is picked for his qualities of experience and enthusiasm, and nominated by the National Commander and approved by the Board of Directors and have as its members other members as deemed necessary by Chairman of the committee; such nominated members to be approved by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- C. The duties of the Public Relations and Publicity Committee shall include, but not be limited to:
  - a. Publicity promoting a positive image of the organization.
  - b. Assisting all officers of the organization in developing promotional materials to advertise the organization and organizational events.

## **Section 8. NOMINATIONS COMMITTEE**

- A. The Nominations Committee shall be a Biennial, Standing Committee.
- B. The Nominations Committee shall be chaired by a member appointed by the National Commander and approved by the Board of Directors and consist of the Immediate Past National Commander, and other members deemed necessary by the Chairman of the Nominations Committee; such member's nominations to be approved by the Board of Directors; except persons running for election or re-election to a National Office may not serve on this committee. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The

Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.

- C. The duties of the Nominations Committee will include:
  - a. Issue a "Call for Nominations" of eligible candidates for National Office by publishing said call in the fourth quarter issue of the National Publication and as needed via other means of electronic notification by the organization.
  - b. Forward names of all eligible nominees to the National Secretary for ballot preparation and mailing.
  - c. In those cases where no nominees have been presented, or all candidates have withdrawn, accept names in nomination, of eligible members, from the floor of the Annual Business Meeting.

## **Section 9. NATIONAL ARCHIVES COMMITTEE (NAC)**

The Archives Committee shall be a standing committee. The National Commander shall nominate the Chairman and the Chairman shall nominate the committee members; both to be confirmed by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.

- A. The committee shall consist of an Archivist and Historian. These positions may be held by a single member if expedient and beneficial to the organization. The National Secretary shall be a member of this committee.
- B. The purpose of the Archivist is to obtain the records of the organization and retain them in a retrievable format.
- C. The purpose of the Historian is to document the ongoing history of USSVI.
- D. The Archives Committee Chairman may nominate additional committee members as needed to fulfill the purposes of the committee, which nominated members shall be approved by the Board of Directors.
- E. Establish and maintain an Archives Procedures Manual containing standards for retention of materials, including what should be retained in its original form, what should be scanned in electronic format, what can be discarded and other processes and procedures applicable to the purposes of this committee.
- F. The duties of the Archive Committee shall include, but not be limited to:
  - a. Retain USSVI documents and materials in a manner described in the Archives Procedures Manual.
  - b. Periodically publish a request through USSVI communication channels requests for Base record materials, and request copies of all District, Region and National Officer annual records for the previous year from the officers involved.
  - c. Provide an annual report to the Board of Directors through the National Secretary on matters pertaining to objective projections, activities, accomplishments and future plans of the committee.
  - d. Provide materials as needed for the preparation of Historical documents.

## **Section 10. NEW BASE DEVELOPMENT COMMITTEE**

- A. The New Base Development Committee shall be a standing committee. The Committee Chairman shall be nominated by the National Commander and confirmed by the Board of

Directors. The Committee shall include at least one District Commander per region, with additional committee members nominated as necessary by the Chairman to be confirmed by the National Board of Directors. Section 1 Duties and Definitions apply.

- B. The duties of the New Base Development Chairman shall include, but is not limited to:
  - a. The consolidation of material necessary to provide guidance for establishing new Bases within the organization.
  - b. The Chairman shall be responsible for the currency of the New Base Development Handbook (NBDH), which is to be used as a guide by the affected District Commander and the Prospective Base Officers as the handbook directs.
  - c. In consultation with the NBDC the Chair will prepare and maintain an up-to-date handbook with instructions in Base formation. Updates to the NBDH will be submitted to the Board of Directors for review and approval prior to publishing to the organization.
  - d. The Chair is the coordinator of New Base Development. He works with and through the affected District Commander in developing new bases, providing additional assistance as requested.
  - e. In the case of a District Commander vacancy, unavailability or non cooperation, and following consultation and agreement of the affected Region Director, the Chair may assume the DC role in the establishment of a prospective Base.

## **Section 11. CONSTITUTION AND BYLAWS COMMITTEE**

- A. The Constitution and Bylaws (C&B) Committee shall be a standing committee
- B. The Chairman shall be nominated by the National Commander and approved by the Board of Directors. The committee shall consist of the Chairman and the Immediate Past National Commander. Additional members who are knowledgeable of the USSVI Constitution and Bylaws may be nominated, as required, by the Chairman for confirmation by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- C. The duties of the C & B Committee Chairman and the committee shall include, but not be limited to:
  - a. Issue a Call, for Constitution and Bylaws proposed amendments by publishing said call in the fourth quarter issue of the National Publication, and publish all valid proposed amendments in the second quarter issue of the National Publication.
  - b. Ensure the Proposed Amendments:
  - c. Are complete statements which will stand on their own merit.
    - i. Clearly state the intent of the author and the section of the organization policy affected.
    - ii. Reflect the estimated or actual cost, if any, to the organization.
    - iii. Are legible, limited to one agenda item, and conform to procedures as established by the Committee Chairman.
    - iv. Are signed and dated by the author.
  - d. When proposed amendments to both the National Constitution and the National Bylaws are received for review, ensure there are neither duplicated nor frivolous submissions on identical subjects, and place them in the proper wording for inclusion into the Constitution or Bylaws if passed. In the event of conflict between two or more proposed amendments, determine if they are essentially the same and compose wording without change to the

original intent and make the decision as to whether one or both proposed amendments are acceptable to be placed on the ballot. The committee shall make a conscious effort to identify and remedy any proposed amendment that may cause a ripple effect.

- e. Upon completion of review and with the committee's comments attached, submit proposed amendments to amend the Constitution and Bylaws to the National Secretary in time sufficient for the Board of Directors to review and approve the proposed amendments for preparation of the National Ballot.

## **Section 12. VETERANS AFFAIRS**

- A. The Veterans Affairs Committee shall be a standing committee. The National Commander shall nominate the Committee Chairman. Additional members may be nominated as required by the Chairman and both shall be confirmed by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- B. The duties of the Veterans Affairs Committee Chairman shall include, but be not limited to:
  - 1. Maintain liaison with the Veterans Administration (VA) through the various media available to him and personal contact as required with the VA
  - 2. Maintain a summarized column in the National Publication of items of importance for the membership regarding their Veterans Benefits and changes there to with the details available to the Base Veterans Administration Point of Contact.

## **Section 13. AWARDS**

- A. The Awards Committee shall be a standing committee. The National Commander shall nominate the Chairman to be approved by the Board of Directors.
- B. The Awards Committee Chairman shall nominate committee members as needed to fulfill the purposes of the committee and submit their names for approval of the Board of Directors.
- C. The duties of the Awards Committee Chairman shall include, but not be limited to:
  - a. Establish and maintain an Awards Procedures Manual containing all awards given, their criteria for each award, and who the judges are, by title or appointed.
  - b. This manual shall be submitted to the Board of Directors for approval prior to dissemination to the membership.
  - c. The Chairman shall widely publish a timely call for each set of Award candidates through all regular USSVI communication channels, providing criteria and timeline information.
  - d. The Chairman shall establish a process and timeline to determine Award winners at a time prior to the National Convention and announce the winners at the time and place specified in the Awards manual.
- D. The Awards Committee shall review, as needed, if any other awards should be considered, including special awards, etc. subject to the Committee budget.
- E. The Awards Committee shall determine the appropriate item for presentation to the recipient.

- F. The Awards Committee Chair will annually submit a budget request when requested to the Nat'l Senior Vice-Commander.
- G. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.

#### **Section 14. National Convention Committee**

- A. The Convention Committee shall be a standing committee. The committee chairman shall be appointed by the National Commander, with additional committee members appointed as necessary by the Convention Committee Chairman; both being approved by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.
- B. The duties of the Convention Committee shall be to promulgate and disseminate written guidelines for preparing proposals when a Base is planning to bid on the National Convention. The Convention Committee shall make themselves available to any Base seeking assistance or information on hosting the National Convention.
- C. A written proposal to the National Senior Vice-Commander must contain, but is not limited to, the following information:
  - a. The location city of the proposed National Convention.
  - b. The name of the host hotel.
  - c. The host hotel guaranteed room rate and the current tax rate.
  - d. The date the host hotel will start accepting reservations.
  - e. The number of rooms in hotel for handicapped guests.
  - f. The availability of airport shuttles, indicate cost or no cost.
  - g. Where convention headquarters and meeting(s) will be held, if other than the host hotel.
  - h. Approximate range of banquet tickets.
  - i. RV Parks in the area with approximate distances from the host hotel.
  - j. Points of interest in the area.

#### **Section 15. BASE COMMANDERS GROUP**

*The Base Commanders Group (BCG) is a Standing Committee.*

- A. The purpose of the BCG is to
- B. Share information helpful to the daily operation of the Bases,
- C. Consider and debate issues of concern to the organization as a whole and
- D. Report recommendations to the Board of Directors via the National Commander.
  
- E. The BCG is an advisory group to the USSVI Board of Directors.
  - a. Any member who is a currently serving USSVI Base Commander is automatically a member of the BCG.
  - b. All National Officers, National Committee Chairmen and Past Base Commanders are invited to participate as non-voting members.
- F. Members of the BCG will annually select
  - a. A Chairman who will represent them directly to the organization's National Commander;
  - b. A Moderator for the BCG-BBS;

- c. A BCG Secretary.
- G. The method of communication for the BCG may include (but will not be limited to) a BCG newsletter distributed via the Internet Point of Contact network and a Internet Forum (BCG-BBS). An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.

## **SECTION 18: TECHNOLOGY COMMITTEE**

- A. The Technology Committee shall be a standing committee.
- B. The committee will be chaired by the CHIEF TECHNOLOGY OFFICER (CTO) who is appointed by the National Commander, and shall have as regular members, the National Office Manager, the National Junior Vice-Commander, plus other members deemed necessary by the National Commander and/or requested by the CTO; such members to be approved by the Board of Directors.
- C. The duties of the committee shall include, but not be limited to:
  - a. Act as strategic planner and architect for the national technology programs/applications with emphasis on the national database and website.
  - b. Stay abreast of technologies that are both available and applicable to the organization at both the national and local level, and make recommendations to the Board of Directors.
  - c. Recommend a technology budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.
  - d. The Committee Chairman shall annually submit a report of the operations of the committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than 30 days prior to the pending National Convention.

## **SECTION 19: AUDIT COMMITTEE**

- A. The Audit Committee shall be a special committee.
- B. No less than 60 days prior to the National Convention in the year of the National Elections, the Chair (National Senior Vice-Commander) will nominate at least two additional members to the Board for confirmation to carry out the duties of the committee.
- C. The National Treasurer will provide copies of the current year financial records in a suitable format for inspection by the committee no less than 45 days prior to the National Convention.
- D. The National Office Manager will provide copies of the current year financial records in a suitable format for inspection by the committee no less than 45 days prior to the National Convention.
- E. The National Storekeeper will provide copies of the current year financial records in a suitable format for inspection by the committee no less than 45 days prior to the National Convention.
- F. The Editor of the National Publication will provide copies of the current year financial records in a suitable format for inspection by the committee no less than 45 days prior to the National Convention.
- G. Actual expenses of the committee will be reimbursed subject to a reasonable limit established by the Board of Directors in the Audit year.
- H. The duties of the Committee are to:
  - a. Review the records and recommendations of the last audit
  - b. Review the financial records of the National Treasurer.

- c. Review the financial records of the National Office
  - d. Review the financial records of the National Storekeeper
  - e. Review the Financial Records of the National Publication
  - f. Provide a written report to the National Secretary no later than 15 days prior to the Pre Annual Business Meeting Board Meeting.
- I. Upon receipt of the Audit Committee's written report, the Board of Directors will review the findings of the Audit Committee's written report and assign required actions no later than 60 days following the Annual Business Meeting to correct the deficiencies. All actions will be assigned in writing to the person(s) responsible for correcting the deficiencies, and an assigned completion date of no later than the next Mid-Term meeting.
  - J. The individual(s) assigned actions will complete all designated actions and provide a written report noting the completion of any assigned actions to the Board of Directors or any exceptions. This report will be submitted no later than the next Mid-Term meeting.

## **Section 20: Disciplinary Committee**

- A. The Disciplinary Committee shall be a Special Committee.
- B. Upon receipt of an allegation, considered credible by the National Commander, that a Member's action(s) was contrary to the Purpose and Creed of the USSVI Constitution and constitutes malfeasance of official duties or brings discredit upon USSVI, the National Commander will appoint and convene the Disciplinary Committee and provide an appropriate budget for its deliberations.
- C. The Disciplinary Committee will consist of 3 regular members in good standing who, in the judgment of the National Commander, have the experience and judgment appropriate to handling disciplinary matters and who are not parties to the situation to be reviewed.
- D. The Disciplinary Committee shall review the facts alleged and related documentation. It has the discretion to interview any persons who are believed to have knowledge of the situation and to review additional documentation as the Committee may judge to be relevant. The accused member shall be afforded the opportunity to confront his accuser and to present his version of the situation and any mitigating factors. Interviews may be via telephone or in person at the discretion of the Disciplinary Committee. The use of email for communications and providing documentation is encouraged.
- E. The Disciplinary Committee shall render its judgment in writing. The Committee may clear the subject Member, determine that the Member's action(s) does not warrant disciplinary action, or it may determine that the allegation is accurate and warrants disciplinary action. Discipline is at the discretion of the Disciplinary Committee and may range from a reprimand to removal from elected office or expulsion from USSVI.
- F. A Member that receives discipline has the right to appeal the judgments of the Disciplinary Committee and the disciplinary action to the USSVI Board of Directors, which may reverse or affirm the decisions of the Disciplinary Committee. The USSVI Board of Directors may also revise the disciplinary action to increase or decrease the severity of discipline. The decision of the USSVI Board of Directors is final.
- G. Records of the Disciplinary Committee shall be held by the National Secretary for at least 3-years. **(B1-10)**

## **ARTICLE VII -- BIENNIAL ELECTIONS**

### **Section 1: NOMINATIONS FOR NATIONAL OFFICE**

- A. Elections for National Office will occur in even numbered years. Any member in good standing may nominate any other member in good standing for any elected National Office, provided that:
  - a. The Nominee qualification for National Office shall be in accordance with Constitution Article XI Section 1 paragraph (b) and the nomination is accompanied by a letter from the Nominee indicating his willingness to accept the nomination and willingness to serve if elected.
  - b. The Nomination Letter includes details of the nominee's qualifications in less than one hundred (100) words.
  - c. The Nomination is received by the Nomination Committee Chair on or by April 30<sup>th</sup> or 100 days prior to the ABM, whichever is earlier of the election year.
- B. The National Commander shall appoint an Election Master to count and tabulate the results of the Nation Election Ballots.
  - a. The Election Master shall be a Past National Commander or Past National Officer in Good Standing.
  - b. The Election Master shall count and tabulate the results of the Paper Ballots and combine them with the tally of the Online Voting to announce the end result of the National Election at the Annual Business Meeting.
  - c. The Election Master along with a National Past Commander or Past National Officer appointed by the National Commander shall decide disputes with the Election results in the event the National Secretary is a candidate for National Office. All disputes are decided at the Annual Business Meeting and these results are FINAL.

### **Section 2: CAMPAIGNING**

- A. Each candidate for National Office will be provided one full column of space in the second quarter Issue of the National Publication free of charge for campaign purposes.
- B. Candidates may purchase additional space in the National Publication at the rate and terms provided for in the National Publication.

### **Section 3: NATIONAL BALLOT**

- A. During the ninety days (90) immediately preceding the Annual Business Meeting which falls in an even numbered year and in time to permit at least thirty days (30) for the members to cast and return their ballot in a manner as directed by the National Secretary, who shall have conveyed to all members in good standing a national electoral ballot.
- B. The Ballot shall, at minimum, contain the following information:
  - 1.) The names, in alphabetical order, of all qualified candidates for each Nationally Elected Office and with one additional blank line for a write in candidate, for each office with a clearly defined space opposite each name and the write in line for the member to indicate his choice.
  - 2.) The proposed changes to the Constitution and Bylaws, in the sequence that they appear in the existing Constitution and Bylaws, with a clearly defined space opposite each amendment for the member to indicate his choice.
  - 3.) All Proposed Amendments approved by the Constitution and Bylaws Committee ~~will~~ may be placed on the ballot subject to the approval of the BOD. Included with each amendment presented on the ballot will be a statement, from the National Board, stating in 25 words or less why the board is for or against the amendment. Also on the

ballot for each amendment may be a statement, in 25 words or less, from the author of the Proposed Amendment, stating his reason for submitting the Proposed Amendment.

- 4.) Instructions as the National Secretary deems necessary, to insure the secrecy and validity of the ballot, and its delivery to him by no later than 7 days before the start of the Annual Business Meeting.
- C. In the event an official ballot is lost, defaced or incorrectly executed by a member or if the member fails to receive a ballot, additional ballots may be obtained upon request to the National Secretary provided that such request is made with sufficient time to permit the return of the executed ballot to the National Secretary no later than seven days before the start of the Annual Business Meeting.
- D. The National Secretary shall make available official ballots to Regular Members in Good Standing.
  - a. The National Secretary may authorize Base Commanders to reproduce the ballot & distribute copies to members as necessary.
  - b. The National Secretary shall cause the National Ballot to be posted on the Official USSVI Web Site.
  - c. The secret ballot vote must be conducted by the National Secretary even if each National Office has only one candidate nominated for it.

#### **Section 4: PROCEDURE**

- A. Any issues to be brought before the Annual Business Meeting shall be first presented to the membership for vote at the local Base. The tally of that vote shall be presented at the Annual Business Meeting, each Base presenting the votes of its members. If a Base cannot be represented at the Annual Business Meeting, that Base's Commander shall forward in writing to the National Secretary, the tally of that Base's vote, that tally to be recorded at the National Business Meeting. The tally of the vote shall be considered as binding.
- B. The Presiding Officer shall appoint three (3) members in good standing to act as tellers to separately tabulate the results, provided that none of the appointees shall be a candidate for National Office nor have submitted a resolution under consideration in the National Ballot.
- C. Each candidate for National Office, upon his request, shall be entitled to appoint one observer to witness the counting of the ballot
- D. Disputes:
  - 1) The National Secretary shall decide any disputes concerning the validity of the ballots cast or counted, or the eligibility of any member voting, provided that the National Secretary is not a candidate for National Office.
  - 2) Should the National Secretary be a candidate for National Office or otherwise be unable to receive disputes then the immediate past National Commander or other past National Officer appointed by the National Commander, if the immediate past National Commander is unavailable, shall receive election disputes.
- E. The candidate receiving the highest number of votes for a particular office shall be certified by the tellers as elected to such office; the results of each election shall be communicated to the Presiding Officer of the Annual Business Meeting who shall announce the results at said meeting.

#### **Section 5: BIENNIAL ELECTION FOR REGIONAL DIRECTORS**

- A. The National Senior Vice-Commander shall conduct the Regional elections in the even numbered years as part of the National Election.
- B. The Regional Directors shall be elected by a majority vote, or where appropriate, the plurality vote shall rule, of the voting primary base members in good standing within the

Region; prior to the National Convention and Annual Business Meeting of the even numbered years. Each member must have at least 30 days to cast his ballot.

- C. Any regular member in good standing of a Base within a Region may nominate any other regular member residing within the same Region and in good standing for Regional Director of that region providing that:
  - a. The nomination is accompanied by a letter from the Nominee indicating he has read and understands the requirements of the position and indicates his willingness to accept the nomination and willingness to serve if elected.
  - b. The Nomination Letter includes details of the nominee's qualifications in less than one hundred (100) words.
  - c. The Nomination is received by the National Election Master on or by April 30<sup>th</sup> or 100 days prior to the ABM, whichever comes first, of the election year.
- D. Any Region Director vacancy shall be filled by the National Commander by appointment, within ninety (90) days
- E. In the case of a newly created Region, the NSVC shall then conduct a special election within 90 days of its creation, the term of which will run through the completion of the current Region election cycle. **(B2-10)**

## **Section 6: BIENNIAL ELECTION FOR DISTRICT COMMANDERS**

- A. The appropriate Regional Director shall conduct the District Elections every two years during the odd numbered years.
- B. The District Commanders shall be elected by a majority vote, or where appropriate, the plurality vote shall rule, of the regular voting members in good standing within the district; the call for candidates to begin on March 1<sup>st</sup> and the results to be announced on September 1<sup>st</sup> of the election year. Each member must have at least thirty (30) days to cast his ballot. The appropriate Regional Director shall conduct the District Elections.
- C. Any member in good standing within a District may nominate any other member within the same District in good standing for District Commander of that District providing that:
  - a. The nomination is accompanied by a letter from the Nominee indicating his willingness to accept the nomination and willingness to serve if elected
  - b. The Nomination Letter includes details of the nominee's qualifications in less than one hundred (100) words.
- D. Any District Commander vacancy shall be filled by the appropriate Regional Director appointment, normally within ninety (90) days. **(B3-10 repealed by BOD)**

## **ARTICLE VIII -- AMENDMENTS**

- A. Any member in good standing may submit proposed amendments to amend these Bylaws by forwarding the proposed amendments to the Chairman of the Constitution and Bylaws Committee on or by April 1<sup>st</sup> or 100 days prior to the Annual Business Meeting, whichever comes first, of the election year in which they are to be considered.
- B. These bylaws shall be amended by simple majority vote or, where appropriate, the plurality vote shall rule at the Annual Business Meeting of the organization; provided the proposed changes have been placed on the National Ballot and provided to all members in good standing, as detailed in ARTICLE VII of the Bylaws.
- C. Amendments, which are passed, will become effective at the close of the Annual Business Meeting of the election year.
- D. Amendments submitted by the membership and passed shall remain in place for a period a period of three (3) years from acceptance and may be changed by ballot in their fourth year.

Should at any time in that period the amendment be deemed by the Board of Directors as not in the best interest of the organization, they, and only they, may submit an amendment at the next balloting opportunity to change it without waiting the entire three (3) year period. The results of that ballot will start a new three-year period.

## **ARTICLE IX -- GENERAL BUSINESS**

- A. Any business of the organization not otherwise prescribed in the Constitution and Bylaws may be conducted on the floor of the Annual Business Meeting and voted on orally or by a show of hands; a simple majority vote of the members present and in good standing shall be required for a favorable vote.
- B. Business involving the commitment of organization funds in excess of ten percent (10%) of the Annual Budget shall require a two-thirds (2/3) majority of votes cast by members in good standing for a favorable vote, providing that the written ballot is provided to all members in good standing at their last known address and a period of thirty (30) days is allowed for members to respond.

## **ARTICLE X -- LADIES AUXILIARY**

- A. Effective September 1, 2003 a Ladies Auxiliary to the United States Submarine Veterans Inc. shall be re-established and shall be known as "Ladies Auxiliary of the United States Submarine Veterans, Incorporated.", AKA "SubVettes"
- B. The Ladies Auxiliary shall be governed by the National Bylaws of the USSVI.
- C. The Ladies Auxiliary may adopt their own Bylaws, however, they are subordinate to and must not conflict with the National Bylaws.
- D. A Base may adopt an Auxiliary at their own discretion; however, the adopted USSVI Bylaws shall be approved by the District Commander prior to implementation.
- E. Membership in the Ladies Auxiliary shall be limited to USSVI or SVWWII member's Wives, Widows, Sisters, Mothers and Daughters not less than 16 years of age.
- F. Each Ladies Auxiliary member shall be permitted to sponsor one female member not covered by the requirements listed in paragraph E.
- G. The Ladies Auxiliary Bylaws Membership requirements may supersede these Section E & F requirements.
- H. The Ladies Auxiliary will nominate and elect their own Chapter officers and may nominate and elect National and Chapter officers in accord with their needs and in accordance with their bylaws. The National President of the Ladies Auxiliary or the Vice President in her absence may sit on the board of Directors of USSVI as a non-voting member.

## **ARTICLE XI -- FINANCES**

### **Section 1: Budget**

The Board of Directors shall approve or amend the Annual Budget submitted by the Ways and Means Committee and submit it for approval at the Annual Business Meeting per Article III, Section 3. The approved budget will be published in the first issue of the National Magazine following the Annual Business Meeting.

### **Section 2: Budget for publication of National Magazine.**

The editor of the National Magazine will submit a budget to the Board of Directors via Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.

### **Section 3: Office Expenses:**

Normal and reasonable expenses (envelopes, stationery, stamps, etc., are authorized reimbursements for National Officers, Appointed Officers, Regional Directors and District Commanders. This is not to be taken as restricting in any way the expenses of the National Editor in printing, assembling, and mailing the National Magazine, nor is it to restrict him in use of the telephone in carrying out his duties as Editor.

### **Section 4: Personal Expenses:**

The National Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, National Treasurer, Past National Commander, Regional Directors and Editor of the National Magazine are authorized reasonable hotel and travel (airfare or automobile) expenses to attend National Conventions. No spousal expenses are authorized.

Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and economy class air travel. Expenses to attend official organizational functions for other members of the organization may be authorized by majority vote of the board of directors.

### **Section 5: National Conventions:**

- A. Any profits generated by the Host Base from a National Convention will be split 90% to Host Activity and 10% to the General Fund of the National Treasury. The National Treasurer is responsible for auditing the financial accounts of the Host Activity.
- B. The Host Activity shall seek complimentary hotel accommodations for use by the National Officers. This will not be possible in some cases; however, when feasible, the use of complimentary rooms by National Officers will help defray expenses charged to the National Treasury.
- C. As soon as possible after a National Convention, and in any event within 90 days, the Chairman of the Host Activity shall submit a financial report showing authorized revenues, expenses and any profits or losses, to the National Treasurer. Upon his acceptance, the National Treasurer will provide a copy to the Editor of the National Magazine for publication.

### **Section 6: Financial Reports:**

- A. The National Treasurer shall submit a financial report at the National Convention for publication in National Magazine. The report shall include, as a minimum; Revenues: Dues, Interest, Other, Total receipts. Expenses: National Magazine, Office Expenses, Personal Expenses (hotel and travel). Audits, Other, Total Liabilities. The report can be either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.
- B. The National Scholarship Committee Chairman of the USSVCF and Memorials Chairman of the USSVCF shall each submit a Financial Report at the National Convention for publication in the National Magazine. The reports shall include, as a minimum; Revenues: Donations, Interest, Other, Total Revenues. Expenses: Scholarships awarded (if applicable), Memorial expenses (if applicable), Office expenses, Other, Total expenses. Assets: Cash, Securities, Other, Total Assets. The report can be for either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.

- C. Immediately following the close of each calendar year, the National Treasurer shall provide a Financial Report request to every Base for information to be included in the USSVI Tax Exempt Organization Tax Return (IRS Form 990). Bases with their own IRS Determination Letter for 501 c status will not be included in this request. Every Base shall complete the requested Financial Report for their Base and return it to the National Treasurer on or before March 1<sup>st</sup>.
- D. Any Base that fails to provide the required financial information may be omitted from the USSVI tax return and reported to both the Internal Revenue Service and their State Tax Authority.
- E. Any Base not included in the USSVI Tax Return is required to pay tax on their income or obtain their own Tax Exempt Determination Letter from the IRS.